

# South Texas College

## Job Description 2024-5038

**Title: Dual Credit Programs Partnership Assistant (Part-time Temporary)**

**Dept: Dual Credit Programs**

**Reports to: School District Partnership Relations Manager**

**Pay Grade: Part-time**

**Salary Range: \$15.00/Hour**

**Campus: Pecan**

**FLSA Status: Non-Exempt/Hourly**

### **General Statement of Job**

The Dual Credit Programs Partnership Assistant is responsible for providing clerical support to the department staff as needed.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Provides a friendly and knowledgeable impression of the College.
2. Provides clerical support as needed to the department.
3. Provides support during department events and orientations.
4. Assists with preparation of materials for distribution for department events.
5. Assists with organization of department inventory and supplies.
6. Assists the School District Partnership Relations Manager with reports, brochures, and presentations.
7. Assists in preparations of workshops and materials to enhance student engagement within the program.
8. Work as a team member, in shared office spaces with confidential information.
9. Performs other duties as assigned.

### **Required Education and Experience**

1. High School Diploma or GED required.
2. Some College Hours, preferred.
3. Experience in a similar work environment, preferred.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written and interpersonal communication skills.
2. Strong background in computers and office automation, including word processing, spreadsheets, database software, Excel, PowerPoint and knowledge of the Windows environment.
3. Good critical-thinking and problem-solving skills.
4. Ability to prioritize, organize and complete multiple tasks, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.

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6. Ability to work evenings and/or weekends as needed.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.

### **Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a criminal background check under South Texas College Policy.

### **Physical Requirements**

1. Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Substantial movements (motions) of the wrist, hands, and/or fingers.
6. Picking, holding, or otherwise working, primarily with the whole hand.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
9. Have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
10. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
11. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.  
McAllen, TX 78501**

## **Dual Credit Programs Partnership Assistant**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This statement extends to individuals seeking employment with and admission to the College.